

Budget Planning

Something Blue advises clients to begin budget formation by identifying top priorities. On the following list, mark your priorities with a 1, 2 or 3, with 1 being your highest priority items.

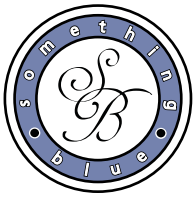
- ___ Date
- ___ Location
- ___ Photographs, including still images in any format (digital, prints, albums, portraits)
- ___ Event Video
- ___ Food
- ___ Alcoholic Beverages
- ___ Flowers
- ___ Lighting / Other Non-Floral decor
- ___ Attire and Grooming
- ___ Music / Entertainment
- ___ Invitations / Website / Other Stationery
- ___ Transportation
- ___ Lodging

Also, be sure to think about the following...

Who will contribute toward the financial costs of your event? _____

Considering all sources, how much can you afford to spend on this event? _____

If need be, are you willing / able to cut your guest list to save money? _____



Event Budget

You are now ready to write your budget.

The form below includes major areas of expense that apply to many events. There may be other areas of expense not listed. Percentages given should be modified to suit your priorities. If you need assistance in writing your event budget, contact Sally at Something Blue, 804.909.1202.

Total Event Budget	\$ _____
Contingency Fund (Reserve 5% to cover little things and any unforeseen expenses.)	- \$ _____
Event Planner / Coordinator (4-10% of Total Budget)	- \$ _____
Subtotal	\$ _____
Location, Food , Beverages & Service (50-55% of Subtotal)	- \$ _____
Flowers, Lighting and Other Decor (10-15% of Subtotal)	- \$ _____
Music / Entertainment (10-15% of Subtotal)	- \$ _____
Photography / Videography (10-15% of Subtotal)	- \$ _____
Rentals (2-5% of the Subtotal)	- \$ _____
Invitations / Website (2-5% of the Subtotal)	- \$ _____
Gifts / Favors (2-5% of Subtotal)	- \$ _____